

Treasurer – Tax Collector

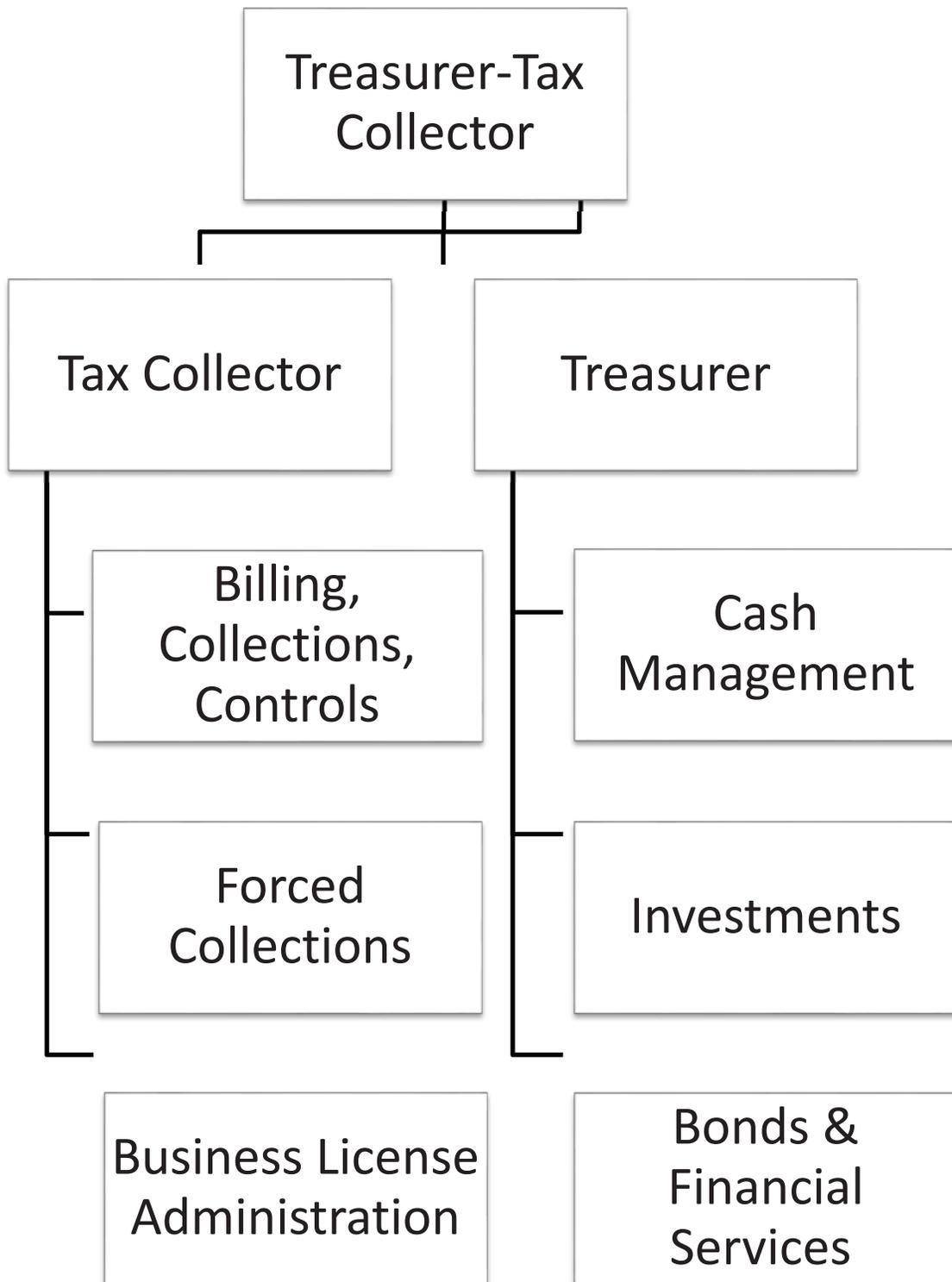
OFFICE OF THE TREASURER - TAX COLLECTOR APPROPRIATION SUMMARY Fiscal Year 2018-19					
ADMINISTERED BY:		TREASURER - TAX COLLECTOR			
Appropriations	FY 2016-17 Actuals	FY 2017-18 Est / Actual	FY 2018-19 Requested Budget	FY 2018-19 Recommended Budget	YOY % Change
<b>GENERAL FUND</b>					
Billing, Collections, and Controls	2,030,194	2,030,875	2,131,999	2,049,426	
Bond Administration	445,399	747,783	1,003,011	984,506	
Business License Administration	297,505	413,764	432,186	418,018	
Cash Flow	834,299	971,651	1,006,663	983,320	
Forced Collections	157,720	696,606	772,337	754,992	
Investments	595,870	517,351	550,804	542,397	
Treasurer/Tax Collector Admin/Overhead	20,032	0	147,010	149,006	
<b>10340 Treasurer/Tax Collector</b>	<b>4,381,019</b>	<b>5,378,030</b>	<b>6,044,010</b>	<b>5,881,665</b>	<b>9.36%</b>
<b>INTERNAL SERVICE FUND</b>					
<b>02310 Placer mPower AB811 - Fund 235</b>	<b>5,192,601</b>	<b>5,413,526</b>	<b>3,893,455</b>	<b>3,893,455</b>	<b>-28.08%</b>
<b>TOTAL ALL FUNDS</b>	<b>9,573,620</b>	<b>10,791,556</b>	<b>9,937,465</b>	<b>9,775,120</b>	<b>-9.42%</b>

FUNDED POSITIONS					
100-10340 Treasurer/Tax Collector	27	29	30	30	
235-02310 Placer mPower AB811	14	14	6	6	
<b>TOTAL FUNDED POSITIONS</b>	<b>41</b>	<b>43</b>	<b>36</b>	<b>36</b>	<b>-16.28%</b>
<b>TOTAL ALLOCATED POSITIONS</b>	<b>44</b>	<b>46</b>	<b>36</b>	<b>36</b>	<b>-21.74%</b>

**Mission Statement**

To develop and maintain the highest level of public trust in the management and administration of the public's money related to the duties and services of the Treasurer-Tax Collector's Office, acting with the constant recognition that the Treasurer-Tax Collector exists to serve the public.

### TREASURER-TAX COLLECTOR



10340 - TREASURER – TAX COLLECTOR

Administration and Financial System

**Purpose:** Provide banking, investment services, and safekeeping of all moneys belonging to the County, school districts, and certain special districts in a manner that maintains the highest level of public trust. The Treasurer also assists the County, school districts, and certain special districts with the issuance and selling of bonds, provides various debt-management and administration services, as well as other financial advisory and consulting services.

To provide for current and delinquent billing, collection, and accounting of real and personal property taxes for all local taxing agencies in the County and to provide for the issuance of business licenses and snow chain licenses in the unincorporated area of the County consistent with the highest level of responsiveness and accountability to taxpayers of Placer County.

**FY 2018-19 Highlights:** Workload associated with development financing continues to increase significantly. Additionally, workload associated with project work such as fire service, biomass and other projects has become constant. Resource allocation has yet to be commensurate with additional workload. This budget includes Supplemental Requests for over-hire of Treasurer-Tax Manager, salary savings restoration, and allocations for legal and professional consultants related specifically to land development which is fully reimbursed by developers.

**Proposed Budget Major Adjustment(s):**

- Increase in Professional Services of \$138,050 for contracted services for the formation of infrastructure financing districts.
- Increase in Publications and Legal Notices of \$125,050, as department is now publishing all defaulted properties.
- Increase in Assessment/Tax Collection Fees revenues of \$212,000.

PBB PROGRAMS – TREASURER-TAX COLLECTOR

**Tax Collector -**

**Billing, Collections and Controls** - To provide billing, collection, processing, accounting and reporting of all current property tax payments, including secured, unsecured, supplemental, and corrected tax bills. To assist taxpayers with the payment process through direct communication over the phone and at tax counter during regular business hours, as well as through electronic mediums 24/7.

**Program Attributes:** In FY 2016-17: Assisted over 32,000 callers; Processed over 412,000 tax payments totaling over \$917 million dollars; Processed over 3,000 refunds totaling over \$5.4 million.

**Program Cost: \$2,049,426**

**Forced Collections** - To provide for the collection of defaulted secured property taxes through tax-defaulted land sales, payment plans and defaulted unsecured taxes through liens, attachment of other assets, and other available means and the pursuit of collections through bankruptcy court in order to maintain low default levels and make ultimate collection of defaulted taxes in a manner that maximizes recovery of Teeter Plan Revenues, maintains low delinquency levels, and minimizes the number of parcels required to be offered for sale.

**Program Attributes:** In FY 2016-17: Monitored and intervened on approximately 98 active taxpayer bankruptcies; managed over 404 payment plans for taxpayers. Processed 74 properties identified for tax defaulted land sale in FY 2017-18, resulting in 30 redemptions and 27 properties sold at auction.

**Program Cost: \$754,992**

**Business License Administration** - To process applications and coordinate the approval, issuance and renewal of business licenses and snow chain permits with various state and county agencies in order to ensure business regulatory compliance and collect and account for business-license fees to offset business license administration costs.

**Program Attributes:** In FY 2016-17: Processed new business license applications resulting in the issuance of 1,095 new business licenses; Processed renewals for 6,721 business licenses; Processed and issued 52 snow chain installer licenses.

**Program Cost: \$418,018**

**Treasurer -**

**Cash Flow** - To monitor, analyze and manage cash flows and timely deposit of money into the Treasury, apportion investment earnings, and to identify funds available for investment by providing centralized banking, independent cash accounting, reporting, safekeeping, and the disbursement of moneys belonging to the County, school districts, and certain special districts in order to ensure availability and accountability of funds.

**Program Attributes:** In FY 2016-17: Received, balanced, and recorded over 17,963 deposit transactions totaling over \$2.407 billion; Processed and transmitted 2,343 electronic transfers through the Treasury.

**Program Cost: \$983,320**

**Investments** - To generate investment income on money on deposit in the Treasury that is not required for immediate use in a manner that ensures the preservation of capital, while meeting the cash flow needs of depositors, pursuant to investment policies and state laws.

**Program Attributes:** In FY 2016-17: Provided portfolio management and market evaluation for portfolio averaging \$1.31 billion; Provided investment analysis and technical support to process approximately 352 investment transactions; Provided investment administration and accounting support to maintain and reconcile approximately 134 investments daily.

**Program Cost: \$542,397**

**Bonds & Financial Services-** To provide financial advisory, administrative and management services related to debt and financing needs of the County, school districts and certain special districts. As a member of the County’s Finance Committee and the Bond Screening Committee and Treasurer for schools and special districts, analyze financial needs, make recommendations on financing alternatives, develop and review financial proposals and lead the debt-issuance process, including document review and sale of bonds based upon Board approval.

To provide ongoing debt administration for outstanding school, special district and county bond issues, including billing, current and delinquent collection of special assessments and community facility districts, fund accounting, debt service payments, and responsibilities related to regulatory compliance including arbitrage compliance, continuing disclosure report preparation and distribution and other responsibilities in accordance with Internal Revenue Service, Securities and Exchange Commission, Municipal Securities Rule Making Board, Governmental Accounting Standards Board (GASB), California Debt and Investment Advisory Commission (CDIAC) and other state legal and regulatory requirements.

**Program Attributes:** The Treasury provides bond administration for over 73 outstanding bond issues for the County, school districts and special districts in accordance with various state and federal regulatory requirements, identified above. Bond administration includes: Securities and Exchange Commission annual disclosure requirements, Internal Revenue Service annual arbitrage compliance, Municipal Securities Rule Making Board municipal advisory service requirements, CDIAC reporting, GASB investment valuation and financial statement presentation requirements.

Outstanding bond issues administered by the Treasury in FY 2016-17 include:

- 61 bonds for school districts (54 General Obligation Bonds, six Community Facilities District Bonds, and one Tax Revenue Anticipation Notes).

## Treasurer – Tax Collector

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- Six bonds for the County (two 1915 Act Bonds, one Community Facilities District Bond, one Tobacco Securitization, and two Certificates of Participation).
- Three bonds for special districts - Tahoe Forest Hospital District General Obligation Bonds.
- Two Placer County Redevelopment - Successor Agency Bonds.
- One City of Rocklin Successor Agency Revenue Bond.

**Program Cost: \$984,506**

Budget Unit **General Fund - 100**  
Function General  
Activity Treasurer/Tax Collector - 10340

Detail by Revenue Category and Expenditure Object	2016-17 Final Actuals	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Taxes</b>				
6135 Tax Defaulted Land Sales	\$ 45,013	\$ 25,000	\$ 25,000	\$
<b>Total Taxes</b>	<b>\$ 45,013</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$</b>
<b>Licenses, Permits &amp; Franchises</b>				
6752 Business Licenses	\$ 155,886	\$ 140,000	\$ 150,000	\$
<b>Total Licenses, Permits &amp; Franchises</b>	<b>\$ 155,886</b>	<b>\$ 140,000</b>	<b>\$ 150,000</b>	<b>\$</b>
<b>Fines, Forfeits &amp; Penalties</b>				
6863 Penalties & Costs-Delinquent Taxes	\$ 136,992	\$ 110,000	\$ 105,000	\$
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 136,992</b>	<b>\$ 110,000</b>	<b>\$ 105,000</b>	<b>\$</b>
<b>Rev from Use of Money &amp; Property</b>				
6950 Interest	\$ 1,952	\$	\$	\$
<b>Total Rev from Use of Money &amp; Property</b>	<b>\$ 1,952</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Charges for Services</b>				
8095 SB2557-Tax Admin Fee-Districts	\$ 282,526	\$ 282,500	\$ 233,000	\$
8096 SB2557-Tax Admin Fee-Cities	156,910	157,000	130,000	
8100 Assessment/Tax Collection Fees	22,322	25,000	237,000	
8101 Supplemental PropTxs - 5% Admin Fee	89,509	60,000	60,000	
8116 NSF & Misc Fees	138,688	140,000	120,000	
8194 Investment Services	1,939,114	2,008,476	2,000,000	
8212 Other General Reimbursement	562		96,632	
8218 Forms and Photocopies	7,103	5,000	5,000	
8269 Planning - At Cost Projects Fees	836	500		
<b>Total Charges for Services</b>	<b>\$ 2,637,570</b>	<b>\$ 2,678,476</b>	<b>\$ 2,881,632</b>	<b>\$</b>
<b>Miscellaneous Revenues</b>				
8766 Cash Overage	\$ 1,984	\$ 2,500	\$ 2,000	\$
<b>Total Miscellaneous Revenues</b>	<b>\$ 1,984</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>	<b>\$</b>
<b>Other Financing Sources</b>				
8954 Operating Transfers In	\$ 1,329	\$	\$	\$
<b>Total Other Financing Sources</b>	<b>\$ 1,329</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 2,980,726</b>	<b>\$ 2,955,976</b>	<b>\$ 3,163,632</b>	<b>\$</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$ 15,041	\$	\$	\$
1002 Salaries and Wages	1,984,029	2,416,097	2,667,650	
1003 Extra Help		15,500	5,000	
1005 Overtime & Call Back	3,954	8,000	5,000	
1010 Cafeteria Plans (Non-PERS)	72,493	90,572	95,593	
1011 Salary Savings		(67,035)	(130,276)	
1018 Taxable Meal Reimbursements	48			
1099 Salaries & Wages Undistributed	(10)			
1300 P.E.R.S.	553,529	685,229	811,736	
1301 F.I.C.A.	143,698	175,696	190,277	
1303 Other Postemployment Benefits (OPEB)	133,339	156,309	166,676	
1310 Employee Group Ins	281,222	358,050	393,267	
1315 Workers Comp Insurance	6,154	10,129	10,212	
1320 Retired Employee Grp Ins	140,622	149,823	160,264	
1325 401 (k) Employer Match	4,615	6,750	7,127	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,338,734</b>	<b>\$ 4,005,120</b>	<b>\$ 4,382,526</b>	<b>\$</b>
<b>Services &amp; Supplies</b>				
2051 Communication Services - Telephone	\$ 44,488	\$ 52,501	\$ 52,500	\$
2052 Communication Services - Mobile Devices	1,498	2,000	2,000	
2130 Insurance			1,725	
2140 Gen Liability Ins	6,339	17,291	33,552	
2290 Maintenance - Equipment	5,386	12,271	8,215	
2292 Maintenance - Software	8,045	26,143	26,812	
2310 Employee Benefits Systems	39,624	40,511	49,561	
2404 Maintenance Services	35,493	32,110	37,865	
2406 Maintenance - Janitorial	20,221	23,725	23,765	
2415 Campus Services-PCGC	16,432	19,806	16,036	

County of Placer  
 Financing Sources and Uses by Budget Unit by Object  
 Governmental Funds  
 Fiscal Year 2018-19

Budget Unit **General Fund - 100**  
 Function General  
 Activity Treasurer/Tax Collector - 10340

Detail by Revenue Category and Expenditure Object	2016-17 Final Actuals	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
2439 Membership/Dues	4,437	4,515	4,765	
2461 Dept Cash Shortage	1,877	4,000	3,000	
2481 PC Acquisition	2,164	49,000	5,000	
2511 Printing	42,323	55,300	55,300	
2522 Other Supplies	3,717	9,000	9,000	
2523 Office Supplies & Exp	29,439	42,000	42,000	
2524 Postage	116,241	160,000	133,713	
2555 Prof/Spec Svcs - Purchased	45,599	48,000	186,050	
2556 Prof/Spec Svcs - County	2,257	2,471	1,335	
2568 MIS - Services	122,099	115,651	119,308	
2570 Media / Video Services	854	200	200	
2701 Publications & Legal Notices	39,584	65,900	190,950	
2709 Countywide System Charges	54,649	55,794	49,816	
2727 Rents & Leases - Bldgs & Impr	1,008	930	930	
2838 Special Dept Expense-1099 Reportable	61,471	65,180	65,180	
2840 Special Dept Expense	30,214	150,300	150,300	
2844 Training	2,352	3,500	3,090	
2860 Library Materials	858	865	1,065	
2931 Travel & Transportation	473	3,500	3,500	
2932 Mileage	954	2,000	2,100	
2933 Lodging	6,324	5,700	7,000	
2941 County Vehicle Mileage	422	800		
2964 Meals/Food Purchases	1,266	1,200	1,300	
2965 Utilities	36,881	35,574	30,956	
3542 PCTPA Admin Costs	1,815	1,815	1,815	
<b>Total Services &amp; Supplies</b>	<b>\$ 786,804</b>	<b>\$ 1,109,553</b>	<b>\$ 1,319,704</b>	<b>\$</b>
<b>Other Charges</b>				
3551 Transfer Out A-87 Costs	\$ 244,772	\$ 250,857	\$ 166,635	\$
<b>Total Other Charges</b>	<b>\$ 244,772</b>	<b>\$ 250,857</b>	<b>\$ 166,635</b>	<b>\$</b>
<b>Intrafund Transfers Out</b>				
5555 I/T-OUT Prof/Special Services-Purchased	\$ 5,405	\$ 7,000	\$ 7,300	\$
5556 I/T-OUT Professional Services	5,305	5,500	5,500	
<b>Total Intrafund Transfers Out</b>	<b>\$ 10,710</b>	<b>\$ 12,500</b>	<b>\$ 12,800</b>	<b>\$</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 4,381,020</b>	<b>\$ 5,378,030</b>	<b>\$ 5,881,665</b>	<b>\$</b>
<b>Net Cost</b>	<b>\$ 1,400,294</b>	<b>\$ 2,422,054</b>	<b>\$ 2,718,033</b>	<b>\$</b>

County of Placer  
Operation of Enterprise Fund  
Fiscal Year 2018-19

Fund	Placer mPower Fund - 235
Subfund	Administrative Expense Fund - mPower - 100
Activity	Placer mPower AB811 - 2310

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
6970 Investment Income		340,636		
8100 Assessment/Tax Collection Fees	35,894	43,300	44,400	
8103 mPower Assessment Fees	(8,511)			
8105 Direct Charges/Special Assessments	2,955,852	3,693,979	3,639,934	
8142 Recording Fees	32,648	29,700		
8764 Miscellaneous Revenues		1,002,296		
8790 Program Income	238,780	225,000		
<b>Total Operating Revenues</b>	<b>\$ 3,254,663</b>	<b>\$ 5,334,911</b>	<b>\$ 3,684,334</b>	<b>\$</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	5,550			
1002 Salaries and Wages	617,814	1,147,667	282,793	
1003 Extra Help	70,275			
1004 Accr Compensated Leave	(13,717)			
1005 Overtime & Call Back	10,521			
1010 Cafeteria Plans (Non-PERS)	28,570	59,047	10,942	
1011 Salary Savings			(60,311)	
1018 Taxable Meal Reimbursements	27			
1099 Salaries & Wages Undistributed	10			
1300 P.E.R.S.	156,681	287,881	75,150	
1301 F.I.C.A.	54,798	87,797	21,216	
1303 Other Postemployment Benefits (OPEB)	42,615	75,460	16,950	
1308 PERS Pension Expense	7,876			
1309 OPEB Expense	(156,757)			
1310 Employee Group Ins	64,597	179,725	31,846	
1315 Workers Comp Insurance	1,163	2,281	1,072	
1325 401 (k) Employer Match	980	1,500	750	
2051 Communication Services - Telephone	10,348	8,280	8,280	
2052 Communication Services - Mobile Devices	576	780		
2140 Gen Liability Ins	1,377	3,687	6,460	
2310 Employee Benefits Systems	20,436	25,294	23,814	
2439 Membership/Dues	4,314	4,500		
2481 PC Acquisition	500	16,000		
2508 Collection Charges	32,278	50,000	44,400	
2511 Printing	16,397	30,000		
2523 Office Supplies & Exp	15,559	24,000		
2524 Postage	576	500	500	
2555 Prof/Spec Svcs - Purchased	935,231	687,960	90,000	
2556 Prof/Spec Svcs - County	46,878	50,000		
2568 MIS - Services	47,973	47,373	47,780	
2701 Publications & Legal Notices	3,319	30,000		
2709 Countywide System Charges	21,379	30,169	30,867	
2710 Rents & Leases - Equipment		125,950		
2727 Rents & Leases - Bldgs & Impr	1,008		930	
2838 Special Dept Expense-1099 Reportable	2,378			
2840 Special Dept Expense	1,486	2,000		
2844 Training	985	5,000		
2931 Travel & Transportation	2,279	5,000		
2932 Mileage	1,359	1,000	2,000	
2933 Lodging	364			
2941 County Vehicle Mileage	3,857	5,000		
2964 Meals/Food Purchases	624	500		
3706 Intangible Assets Depreciation	13,659			
<b>Total Operating Expenses</b>	<b>\$ 2,076,143</b>	<b>\$ 2,994,351</b>	<b>\$ 635,439</b>	<b>\$</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,178,520</b>	<b>\$ 2,340,560</b>	<b>\$ 3,048,895</b>	<b>\$</b>
<b>Non-Operating Revenue (Expenses)</b>				
3395 Contrib to Other Agencies	(109,043)			
3551 Transfer Out A-87 Costs	(95,521)	(95,120)	(152,231)	
3826 Bond Interest	(2,390,969)	(2,324,055)	(3,105,785)	
3851 Interest	36,873			

County of Placer  
 Operation of Enterprise Fund  
 Fiscal Year 2018-19

Fund	Placer mPower Fund - 235
Subfund	Administrative Expense Fund - mPower - 100
Activity	Placer mPower AB811 - 2310

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
6950 Interest	32,506	20,000		
6970 Investment Income	800,239			
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (1,725,915)</b>	<b>\$ (2,399,175)</b>	<b>\$ (3,258,016)</b>	<b>\$</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (547,395)</b>	<b>\$ (58,615)</b>	<b>\$ (209,121)</b>	<b>\$</b>
3775 Operating Transfer Out	(623,413)			
8954 Operating Transfers In	623,413			
<b>Change in Net Assets</b>	<b>\$ (547,395)</b>	<b>\$ (58,615)</b>	<b>\$ (209,121)</b>	<b>\$</b>
Net Assets - Beginning Balance	(1,013,913)	592,210	533,595	
Net Assets - Ending Balance	\$ 592,210	\$ 533,595	\$ 324,474	\$

Memo: